

CIVIL E-FILING



A guide for External Users

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ENROLLMENT

Before you enroll in E-Filing you should check your browser requirements by clicking on Check your Browser Requirements in the menu on the left of the screen. There is no charge for enrollment.

1. In the address bar, type <http://www.jud.state.ct.us/>
2. Click on **E-Services** in the left menu
3. Click on **Enroll >** button; the E-Services Enrollment screen will appear

Note: All required data is indicated by red asterisks.

State of Connecticut
Judicial Branch

[Procedures and Technical Standards](#)

[Comments?](#)

E-Services Enrollment

Please [check your browser](#) and review our [Privacy Policy](#) before proceeding.

*** Required Data**

* Juris Number:

* E-Mail Address:

* Office Phone: 10 digits ex: 8605551234
Extension: up to 5 digits ex: 12345
Fax Number: 10 digits ex: 8605551234

* Date of Birth: (M/D/YY) **** (except for firms)**

If you forget your password, we'll verify your identity by asking you this **question**:

* Secret Question:

* Answer: up to 15 letters

Attorneys: Please note that your password will be mailed to you at your last registered address. If your address has changed since your last attorney registration, you must notify the Statewide Grievance Committee of your new address, by non-electronic means, before you can enroll.

4. Click in each field and fill in the necessary information
5. Be sure to **Print** the E-Services Enrollment screen for your records
6. Click on the **ENROLL** button at the bottom of the page

Note: Your password will be mailed to you by U.S. Mail within seven days at the address that you have on file with the Statewide Grievance Committee.

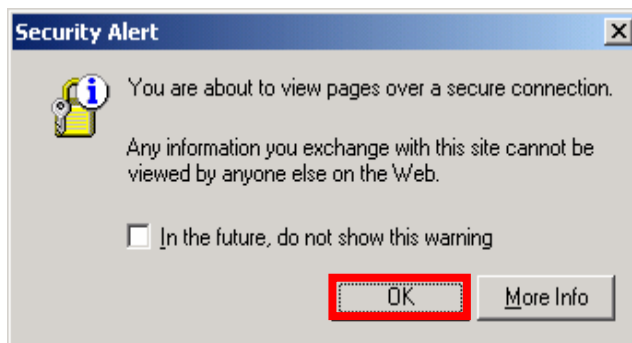
E-FILING A NEW CASE

Civil E-Filing has been developed to enable electronic filing of civil documents with the State of Connecticut Judicial Branch. Currently the filings are limited to certain Case Types (T02, T03, T11, T12 and V05).

Initiate a New Case

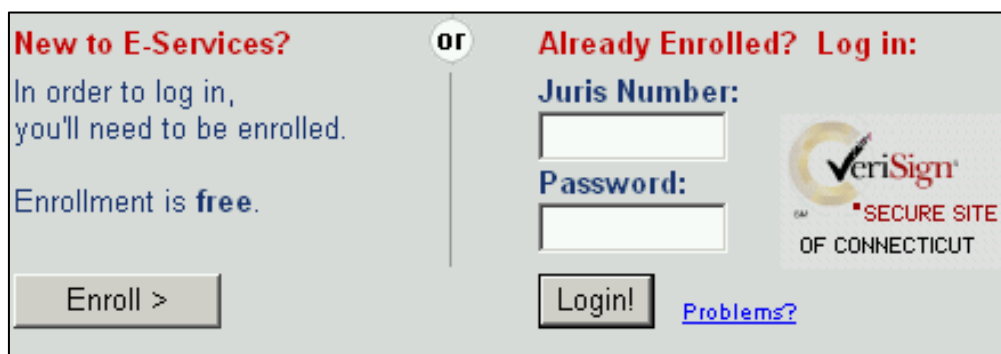
Before you begin electronic filing, you should prepare the Summons and Complaint and have it served on the appropriate party.

1. Go to <http://www.jud.state.ct.us/>
2. Click on **E-Services** in the menu on the left of the screen
3. Click on **Log-in** at the bottom of the gray menu; a **Security Alert** will appear



4. Click **OK**
5. Enter the **juris number** and **password**


Note: The Juris # that you enter will determine the cases that you can access from your location for e-filing or document searches. Use a firm juris number and password to access the site look at files, but you must use your individual Juris # to sign and certify documents in order to comply with the P.B. Sec. 4-4. If you forget the password, click on **Problems** for help.

The login screen for E-Services. It is split into two columns by a vertical line. The left column is titled "New to E-Services?" and contains the text "In order to log in, you'll need to be enrolled." and "Enrollment is free." with an "Enroll >" button. The right column is titled "Already Enrolled? Log in:" and contains fields for "Juris Number:" and "Password:", a "Login!" button, and a "Problems?" link. On the far right, there is a VeriSign logo and the text "SECURE SITE OF CONNECTICUT".

6. Click the **Login!** Button

E-FILING A NEW CASE (CONTINUED)

7. Click on **Civil EFiled** in the blue menu bar in the left of the screen
8. Click on **defined below** to verify that your case may be e-filed
9. Click on the **Back** button in the bottom-left of the page to return to the Civil E-Filing site
10. Click on **E-file A New Case** from the menu on the left; a basic summons information form will appear (shown below)

Basic Summons Information	
* To which Judicial District and town is this case returnable?	<input type="text"/>
* What is the Return Date for this case? (MM/DD/YYYY)	<input type="text"/> 
* What is the Case Type for this case?	<input type="text"/>
* What is the monetary demand for this case?	<input type="text"/>
* Are you claiming other relief in addition to or in lieu of money or damages?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* What is the JURIS # of the Law Firm or Attorney appearing for the Plaintiff(s)?	<input type="text"/>
* What is the Telephone # for the appearing Law Firm or Attorney? (xxx-xxx-xxxx)	<input type="text"/>
* How many plaintiffs in this case?	<input type="text" value="1"/>
* How many defendants in this case?	<input type="text" value="1"/>
* How many counts in the complaint?	<input type="text" value="1"/>

Enter Basic Summons Information


1. Under Basic Summons Information, click the drop-down arrow to select the **Judicial District** and **Town**

Note: You may use the **Tab** button on your keyboard to move from one field to the next one.

2. Click on the **Calendar** icon to the right of the field to select the return date

Note: Click on the *month* in the upper-right corner of the calendar to view succeeding months

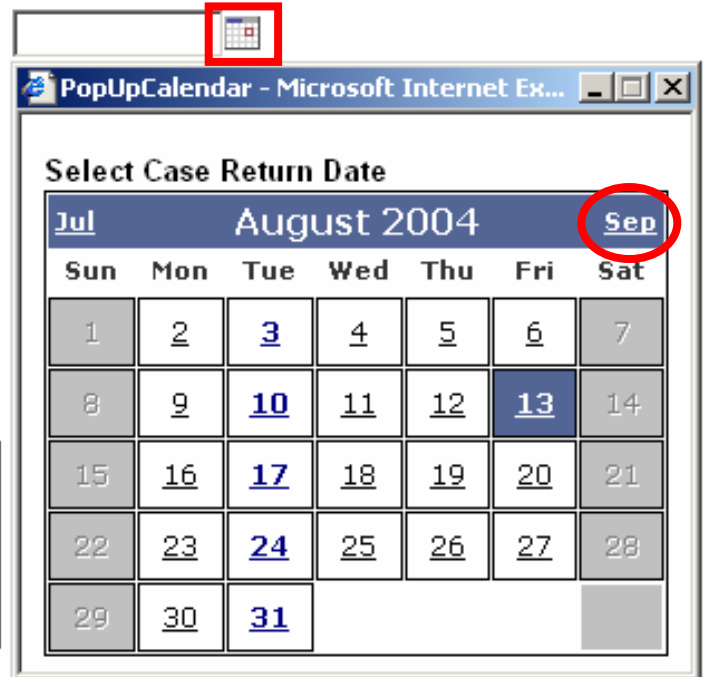
3. Click on the **Date** desired
4. Click the drop-down arrow to select the **Case Type**



A screenshot of a web form showing a drop-down menu for 'Case Type'. The menu is open, displaying a list of case types. The first option is highlighted in blue.

T02 - Defective Premises - Private - Snow or Ice
T03 - Defective Premises - Private - Other
T11 - Defective Premises - Public - Snow or Ice
T12 - Defective Premises - Public - Other
V05 - MV - Property Damage Only

Note: Although more case types will be added, as of July 1, 2004, the only available types are found in the drop down list.



5. Click the drop-down arrow to select the **monetary demand**
6. Click in the appropriate circle to respond to the query regarding other relief sought
7. Enter the appropriate **JURIS #** in the field

Note: This JURIS # must be the same as the login JURIS # in order to successfully complete the filing process.

8. Enter the **telephone number** in the field as numbers separated by dashes ONLY
9. Click the drop-down arrow to select the **number of plaintiffs**
10. Click the drop-down arrow to select the **number of defendants**

Note: You may file a case on behalf of up to 48 plaintiffs and/or against 48 defendants.

11. Click the drop-down arrow to select the **number of counts in the complaint**

Note: You may file a complaint containing up to 99 counts.

Enter First Named Plaintiff and First Named Defendant

1. Click the drop-down arrow to identify the **status of the First Named Plaintiff** (i.e., Person, Company, Government Agency or Entity)

Note: Make certain that the correct option has been chosen and the information has been entered in the correct space. The system will not correct any mistakes made by human error (e.g., an individual's name in the corporation/organization field).

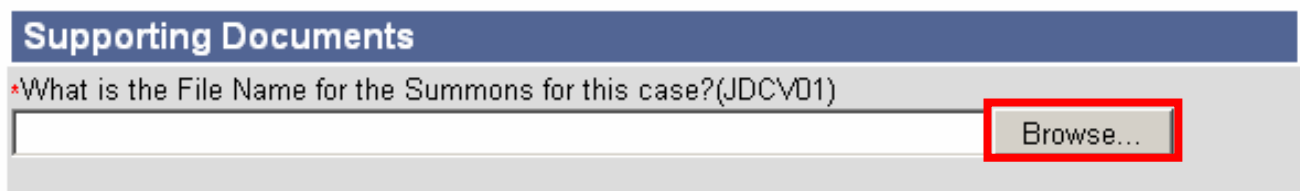
2. If the First Named Plaintiff is a *person*, enter the **Last Name** in the Last Name field
3. Enter the **First Name** in the First Name field
4. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
5. If the First Named Plaintiff is a *Corporation* or *Government Agency* or *Entity*, enter the name of the **corporation, government agency** or **entity**

Note: When entering the name of a corporation, you may not enter the name beginning with a numeric character. Enter "Twenty-five Spring Street Co." not "25 Spring Street Co." If you do enter numbers, the system will indicate that INVALID DATA has been entered. For a city or town, enter "Hartford, City of" not "City of Hartford." You must enter the correct data to continue.

6. Click the drop-down arrow to identify the **status of the First Named Defendant**
7. If the First Named Defendant is a *person*, enter the **Last Name** in the Last Name field
8. Enter the **First Name** in the First Name field
9. Enter the **Middle Initial** (if any) in the Middle Initial field (MI)
10. If the First Named Defendant is a *Corporation* or *Government Agency* or *Entity*, enter the name of the **corporation, government agency** or **entity**

The system now requires you to attach the Summons and Complaint to the filing that you are creating. These documents must be in PDF format, a file format that retains the way a document appears regardless of the software that was used to create the file. For some information on PDF creation, visit the Judicial Branch website. Click on E-Service; then on **e-filing Information**. Then choose **How to e-file From Your Office**.

11. Click on the **Browse** button to the right of the field to locate the **Summons** (JDCV01) file



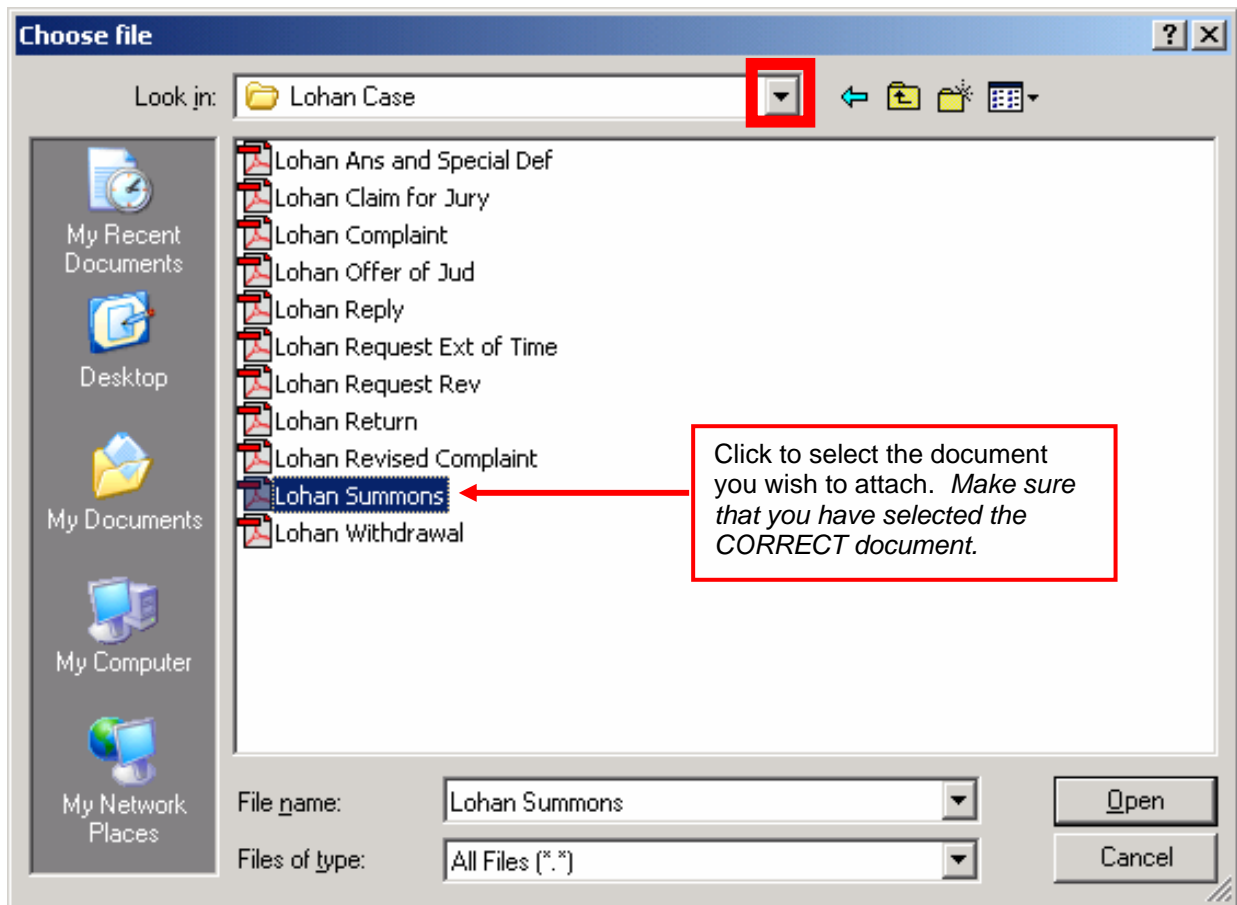
Supporting Documents

*What is the File Name for the Summons for this case?(JDCV01)

Browse...

E-FILEING A NEW CASE (CONTINUED)

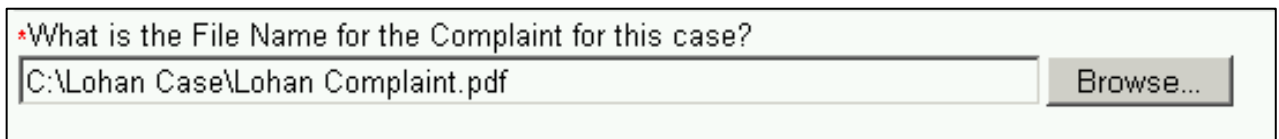
12. Click the down-arrow to choose the location in which the Summons file is stored



13. Click once to select the file and click the **Open** button; the file will appear in the box under Summons for this case (shown below)

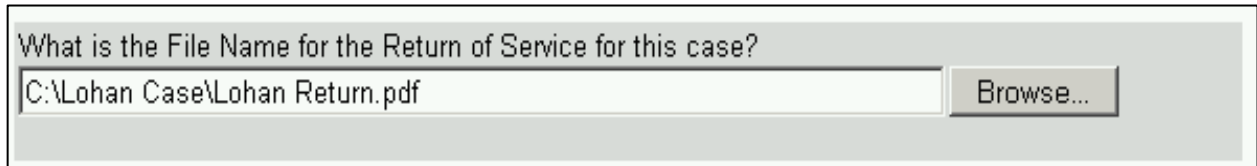


14. Click on the **Browse** button to the right of the field to locate the **Complaint** file
15. Click the down-arrow to choose the location in which the Complaint file is stored
16. Click once to select the file and click the **Open** button; the file will appear in the box under Complaint for this case (shown below)



E-FILING A NEW CASE (CONTINUED)

17. Click on the **Browse** button to the right of the field to locate the **Return of Service** file
18. Click the down-arrow to choose the location in which the Return of Service file is stored
19. Click once to select the file and click the **Open** button; the file will appear in the box under Return of Service for this case (shown below)



What is the File Name for the Return of Service for this case?

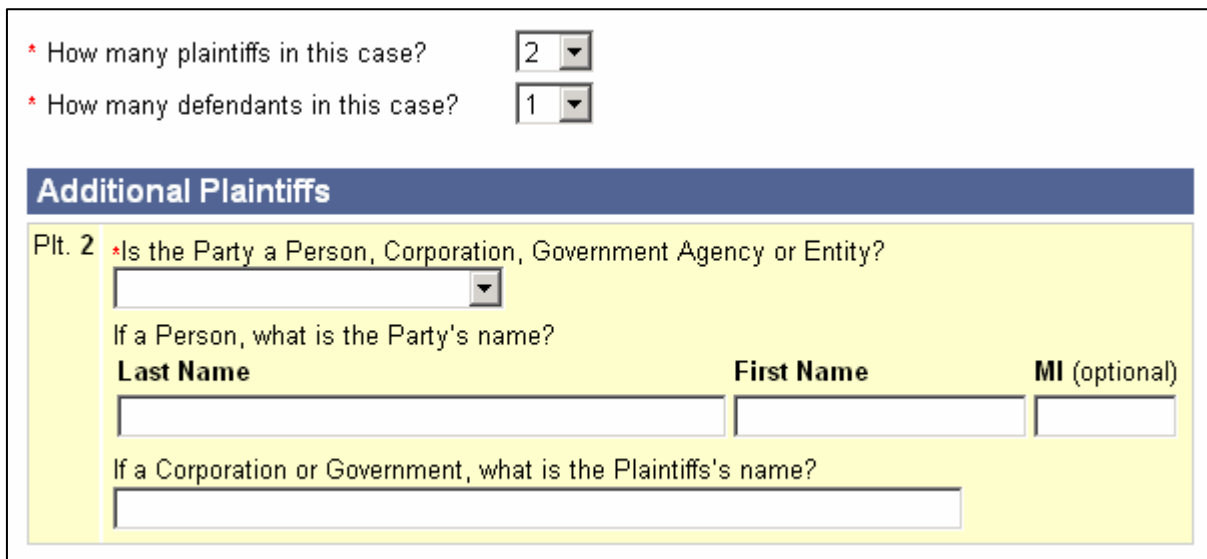
C:\Lohan Case\Lohan Return.pdf

Note: Although the system requires you to attach the Summons and Complaint, it will allow you to initiate a case without attaching a Return of Service. The Return of Service may be e-filed via scanning, filed via U.S. Mail, or hand delivered. Be certain to include on the Return of Service the docket number, including the three-letter location code, which you will receive upon successful completion of E-Filing the case.

20. Click the **Continue** button at the bottom of the page; allow the system time to upload your documents

Note: The **Problems/Questions?** button will take you to a site that provides some technical information in the event that you are experiencing any problems.

21. If you listed more than one plaintiff or defendant, you will see a screen that asks you to fill in fields with additional information about these parties



* How many plaintiffs in this case?

* How many defendants in this case?

Additional Plaintiffs

Plt. 2 *Is the Party a Person, Corporation, Government Agency or Entity?

If a Person, what is the Party's name?

Last Name	First Name	MI (optional)
<input type="text"/>	<input type="text"/>	<input type="text"/>

If a Corporation or Government, what is the Plaintiffs's name?

22. Click the drop-down arrow to identify the status of the additional parties
23. Click in each field and fill in the requested information
24. Click **Continue** at the bottom of the page to go to the verify data and documents page
25. Verify that you have selected the correct documents by scrolling in each window

Note: There is a toolbar at the top of each window as well as the scroll bar on each window.

E-FILE A NEW CASE (CONTINUED)

26. Review the summary information as well as the documents that you have attached

Summary Data	
Case Caption:	Lohan,Christine ET AL v. Shaw's Supermarkets
Return Date:	OCT-19-2004
Appearing Juris # & Name:	422728 - CALVI ASSOCIATES
Case Type:	T12 - Defective Premises - Public - Other
Monetary Demand:	Greater than \$14,999
# of Plaintiffs:	2

Note: Each document that you are filing appears in a separate window. Be sure to review all information for accuracy here. To view the entire document, click on **View All Pages** at the top of each window. Once you click **Continue**, you cannot return to this screen.

Please verify the documents below before filing:

Summons (JDCV01) [View All Pages](#)

SUMMONS - CIVIL
(Except Family Actions)
JD-CV-1 Rev. 1-2000
C.G.S. § 51-346, 51-347, 51-349, 51-350, 52-45a,
52-48, 52-259, P.B. Secs 3-1 thru 3-21, 8-1
INSTRUCTIONS

STATE OF CONNECTICUT
SUPERIOR COURT
www.jud.state.ct.us

"X" ONE OF THE FOLLOWING:
Amount, legal interest or property in
demand, exclusive of interest and
costs is:

Complaint [View All Pages](#)

RETURN DATE: OCTOBER 12, 2004
CHRISTINE LOHAN
V.
SHAW'S SUPERMARKETS

SUPERIOR COURT
J. D. FAIRFIELD
AT BRIDGE
SEPTEMBER

COMPLAINT

1. The defendant, is and was at the time hereinafter mentioned a corporation
organized and existing under the laws of the State of Connecticut and

1 of 4 8.43 x 11 in

Click the down-arrow to move through the document.

27. Click **Change Information** at the bottom of the screen if you wish to make any changes

Continue	Change Information	Cancel
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E-FILING A NEW CASE (CONTINUED)

Note: DO NOT click the *Back* button on your browser or the *Cancel* button to return to the previous page. Clicking either button will clear the data that you have created. Use **ONLY** the **Change Information** button if you must return to the prior screen to change a document.

28. If all information is correct, click in the box under **Certification**

Certification:

☐ I hereby certify that the attached document is a true copy of the signed document that was served in accordance with the Connecticut General Statutes.

My Juris # is:

29. Enter your **individual** juris number in the field provided

Note: The juris number cannot be a firm number. It must be an **individual** juris number to comply with P.B. Sec. 4-4 which provides for an electronic signature.

30. Click the **Continue** button to move to the payment screen

Process a Payment

1. Click in the box beneath **Process Payment?** on the left of the screen

Documents Summary	Fee Amount	Process Payment?
Lohan, Christine v. Shaw's Supermarket		
Summons	\$225.00	<input checked="" type="checkbox"/>
Filing Fee Owed: \$225.00		
		Total Amount: \$225
<input type="button" value="Proceed to Payment"/> <input type="button" value="Return To E-Filing Menu"/>		

Note: This feature allows you to process payment only on those items you intend to submit at this time. If you wish to file additional items, you may click on the **Return To E-Filing Menu**. Your case will remain in your shopping cart so that you can process payment on all files at the same time. If you try to log out before paying for the items in **My Shopping Cart**, a warning will appear. ***If you do not process payment before 4:00 AM or before you log out, those files will be purged.***

2. Click in the **Proceed to Payment** box at the bottom of the screen
3. Fill in the required fields for the **credit card type, number, and expiration date**

Note: The Judicial Branch does not capture your credit card number in its database. Therefore, each time you file a complaint or a pleading that requires payment, you will have to reenter this information.

Please select payment method:

Please be advised your filing is not processed until payment is made.

<input checked="" type="radio"/> Master Card <input type="radio"/> VISA	Account Number: <input type="text" value="5555 5555 5555 4444"/> Expiration Date: <input type="text" value="05/05"/> (MM/YY) Total Fee Amount: \$225.00
--	--

E-FILING A NEW CASE (CONTINUED)

4. Fill in the address information under *Please enter Credit Card billing Address*

Please enter Credit Card billing address.

Street Address	<input type="text" value="225 Spring Street"/>	Click on the button below to submit your court filing(s) and charge your account.
Zip	<input type="text" value="06109"/>	

[My Shopping Cart](#) [Return To E-Filing Menu without processing this payment](#) [Refund Policy](#)


5. Click on the **Process Payment** button; a confirmation screen will appear

Note: The confirmation screen will contain the number for this transaction as well as a summary of information about this case, including the docket number. You must print this screen or save it electronically for your records. *THIS WILL BE YOUR ONLY OPPORTUNITY TO PRINT THIS INFORMATION.* If you do not print or save it at this point, you will not have the opportunity to do so at any other time. The payment confirmation number will appear in the display of **My E-Filed Items** for five days after the filing of the documents.

<input type="button" value="Print"/>	<input type="button" value="Back to E-Filing Menu"/>	<input type="button" value="Logout"/>
--------------------------------------	--	---------------------------------------

Confirmation of E-Filing

If you have questions regarding this payment, please contact our Help Desk at 860-282-6555, or email eservices@jud.state.ct.us.



VeriSign has routed, processed, and secured your payment information. [More information about VeriSign](#)

Master Card Transaction Total: \$225.00

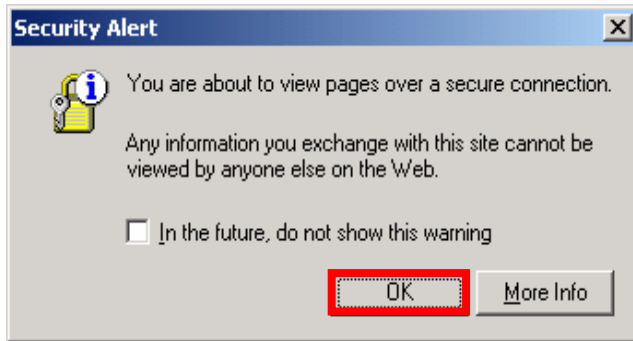
Document Summary

Confirmation Number:	V63N62191176
Docket Number:	FBT-CV-04-6000004-S
Case Name:	Lohan, Christine v. Shaw's Supermarkets
Type of Transaction:	E-File New Case
Fee Amount:	\$225.00
Date Filed:	AUG-27-2004
Filed By:	422728 CALVI ASSOCIATES
Documents Filed:	Summons Complaint Return of Service
Date and Time of Transaction:	AUG-27-2004 03:06:42 PM


6. Click on the **Back to E-Filing Menu** button to begin another filing

E-File an Appearance

1. Go to <http://www.jud.state.ct.us/>
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click **OK**
5. Enter the **juris number** and **password**

A screenshot of the E-File login screen. It is divided into two sections by a vertical line. The left section is titled "New to E-Services?" and contains the text "In order to log in, you'll need to be enrolled." and "Enrollment is free." with an "Enroll >" button. The right section is titled "Already Enrolled? Log in:" and contains fields for "Juris Number:" and "Password:", a "Login!" button, and a "Problems?" link. A VeriSign logo and "SECURE SITE OF CONNECTICUT" text are on the right.

Note: The Juris # that you enter will determine the cases that you can access from your location for e-filing or for document searches. You may use a firm juris number and password to look at files or access the site, but you must use your individual Juris # to file documents in order to comply with the P.B. Sec. 4-4. If you forget the password, click on **Problems** for help.

6. Under E-File A Motion/Document, click on **Party Search**

Note: If you know the docket number of your case including the location code, you may use the **Select Case** option.

E-FILING AN APPEARANCE (CONTINUED)

7. Type the **Party Name** in the Party Name box

Note: The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate a list of cases.

8. Click on the **Docket Number** of the case that you wish to select
9. Choose **E-File an Appearance** from the drop-down arrow to get to the appearance screen

Civil E-Filing [Disclaimer](#)

PARTY NAME SEARCH FOR CIVIL & FAMILY CASES

Party Name (Last, First) : [Hints](#)

Location :

Sort Order :

Max. Records :

10. Click **GO**

Note: Until you have filed an appearance this is the only option that will be available to you in this drop-down box. A message will appear on the screen below stating that the logged in juris number has not filed an appearance in the file.

Case Detail

Select Desired Case Activity:

Logged In: Juris ID# 423079 Data Updated as of: 8/19/2004

Plaintiff Name	v.	Defendant Name
LOHAN,CHRISTINE	v.	SHAW'S SUPERMARKETS

Docket Number:	FBT-CV-04-6000003-S	Court Location:	Bridgeport
File Date:	Aug 16 2004	Return Date:	Oct 12 2004
* Last Action Date:	Aug 19 2004	ADR Status:	Not Applicable
Case Type:	TORT,OTHER - DEFECTIVE PREMISES - PRIVATE - OTHER		

E-FILE AN APPEARANCE (CONTINUED)

- Click in the box next to the name of the specific party for whom you are appearing or select **All Plaintiffs** or **Defendants**

Note: If you are e-filing an appearance for multiple parties but are not representing all parties, you must click in the box next to each name.

Check the box next to the name of the party or parties for whom your appearance is being entered. Or select all plaintiffs or defendants.

☐ Select All Plaintiffs ☐ Select All Defendants

Plaintiff Parties:	Appearance Status:
<input type="checkbox"/> 01 CHRISTINE LOHAN	Attorney

Defendant Parties:

☐ 50 SHAW'S SUPERMARKETS

☐ Is this an in lieu of appearance of attorney or firm or pro se party already on file?
☐ Is this an appearance in addition to an appearance already on file?

Please provide the following information for the **contact person** for this file. The court may use this information when attempting to contact the parties in this case.

Telephone: Fax:
(xxx-xxx-xxxx) (xxx-xxx-xxxx)

*Required

E-Mail Address:

Confirm your individual JURIS # here:

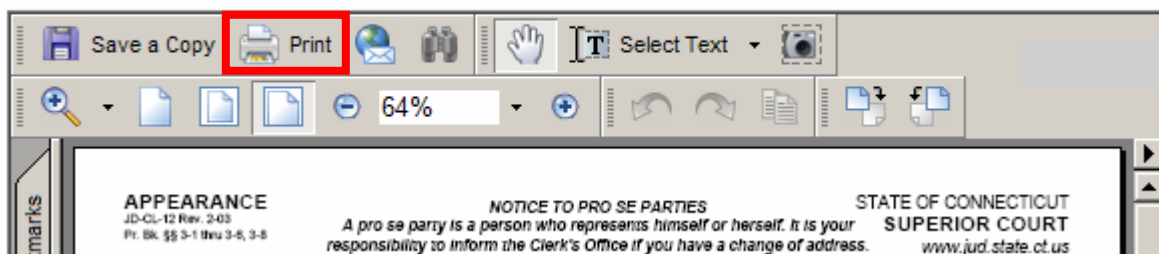
- Click in the **Telephone Number** field and type the correct phone number
- Confirm your **individual JURIS #** which is your electronic signature on this appearance.
- Click the **Continue** button to go to the display of appearance form screen

Note: You may also click on the **Select a Different Case** or the **Cancel** button

- After you have reviewed the fillable form for accuracy, you may use the **Print** button in the document window to print out a copy to send to opposing counsel.

Note: You did not create this document because it is a system populated form. Therefore, you will need to print or save a copy for your own records.

Please verify the Appearance document below before filing:



E-FILING AN APPEARANCE (CONTINUED)

16. Click the **E-File this Appearance** button to move to the Confirmation screen

You have successfully e-filed!

Instructions: Additional information about this transaction is provided below. Please click the "Print" button to print a copy of this Confirmation. Then, click the "Back to E-Filing Menu" button if you wish to do additional e-filing or "Logout" if you are done e-filing.

Note: You may e-file additional documents on this case as of the next business day.

PrintBack to E-Filing MenuLogout

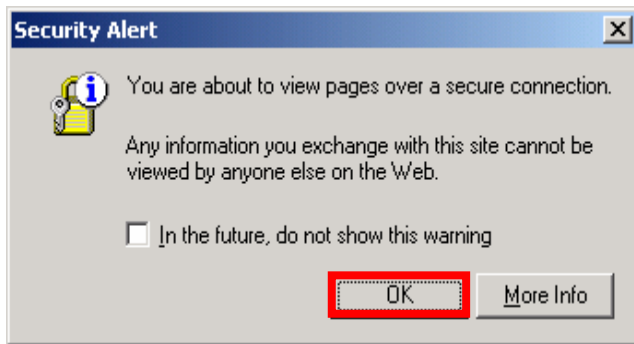
Confirmation of E-Filing	
Docket Number:	FBT-CV-04-6000003-S
Case Name:	LOHAN,CHRISTINE v. SHAW'S SUPERMARKETS
Type of Transaction:	Appearance
Date Filed:	Sep 21 2004
Appearance by:	101751 ALICE E HARRINGTON
Appearance for this Party(ies)	
Party #	Party Name
50	SHAW'S SUPERMARKETS
Document Filed:	JD-CL-12 Appearance
Date and Time of Transaction:	Sep 21 2004 3:21:20 PM

Note: This is the ONLY opportunity you have to get a copy of the confirmation screen. You must print this screen or save it electronically for your file.

17. Click on the Docket Number in order to view the document that you have just filed as well as all other documents in this file.

E-FILE A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT

1. Go to **http://www.jud.state.ct.us/**
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click the **OK** button
5. Enter the **juris number** and **password**

A screenshot of the E-Services login page. It is divided into two sections by a vertical line. The left section is titled 'New to E-Services?' and contains the text 'In order to log in, you'll need to be enrolled.' and 'Enrollment is free.' with an 'Enroll >' button. The right section is titled 'Already Enrolled? Log in:' and contains fields for 'Juris Number:' and 'Password:', a 'Login!' button, and a 'Problems?' link. A VeriSign 'SECURE SITE OF CONNECTICUT' logo is on the right.

Note: The system will bring up cases attached to the juris number that you enter here. If the case has been filed under the law firm's juris number, be sure you have logged in under that number.

6. Click the **Login!** button
7. Under E-File A Motion/Document, click on **List My Cases**

Note: You may also locate a case by choosing **Select Case** and filling in the requested fields with the location, category, year, and docket number or by means of a **Party Search** by filling in the name of either the plaintiff or defendant. The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate a list of cases.

8. The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

Note: If you would like to narrow your search further, you may also fill in the **Category**, **Location**, and **Order By** fields.

9. Click the **Search** button

Note: If you would like to clear your search, you may click on the **Clear** button.

10. Click on the **Docket Number** of the case that you wish to select

Case List for TEST HARRINGTON & MASTRONY PC as of 8/19/2004 .

Category	Docket Number	Case Name	Location
CV	CV-04-6000001-S	BROWN,JULIE V. GEORGE,JOHN	Middletown
CV	CV-04-6000003-S	LOHAN,CHRISTINE V. SHAW'S SUPERMARKETS	Bridgeport
CV	CV-04-6000002-S	LYONS,ANDREW V. DONNER,MATTHEW	Middletown
CV	CV-04-6000001-S	MASTERS,EDGAR V. MATLOCK,LUCINDA	Hartford
CV	CV-04-6000001-S	STEVENS,JOANNE V. SHAW'S SUPERMARKET	New Britain
CV	CV-04-6000001-S	WATERS,ERIN V. BRANFORD	New Haven

11. The **Case Detail** screen will appear. To view the document list, judicial notices, or the complete appearances for your file, click on the gray **View the Document List** button or the **View the Appearances** button that appears on the left of your screen above each of the areas
12. Click the drop-down arrow to the right of the **Select Desired Case Activity** at the top of the screen

Case Detail

Select Desired Case Activity: E-File An Appearance ▼ GO

E-File An Appearance
E-File A Pleading Or Motion
E-File A Reclaim

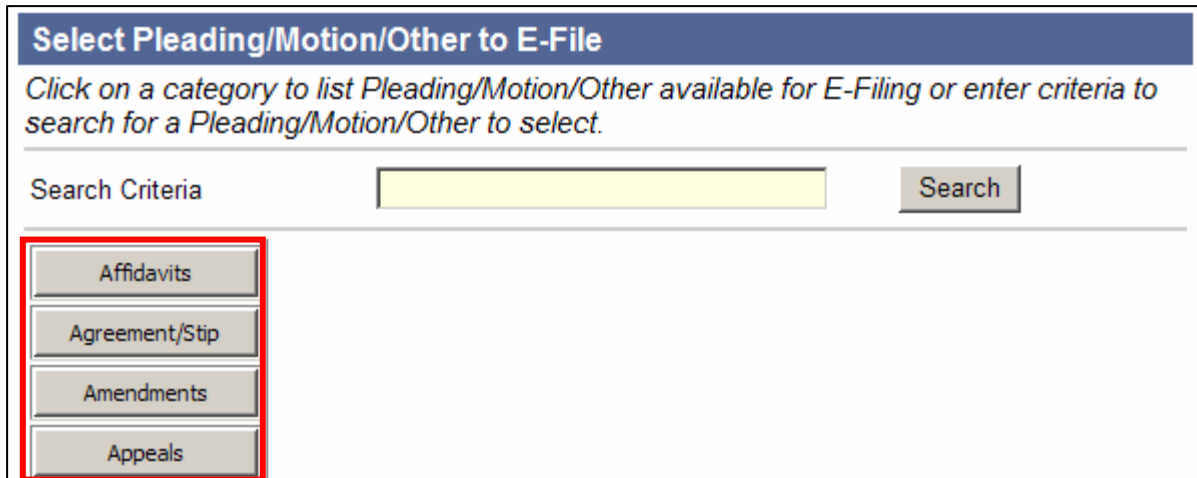
Logged In: Juris ID# 422728 as of: 8/19/2004

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you click the drop-down arrow, but once you have filed your appearance it will show several options.

13. Click on **E-File A Pleading Or Motion**
14. Click the **GO** button or press the **Enter** key on your keyboard to get to the Select Pleading/Motion/Other screen

E-FILE A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (CONTINUED)

15. Click on a **gray button** from the bar on the left to view a list of pleadings/motions in that category



Select Pleading/Motion/Other to E-File

Click on a category to list Pleading/Motion/Other available for E-Filing or enter criteria to search for a Pleading/Motion/Other to select.

Search Criteria

Affidavits

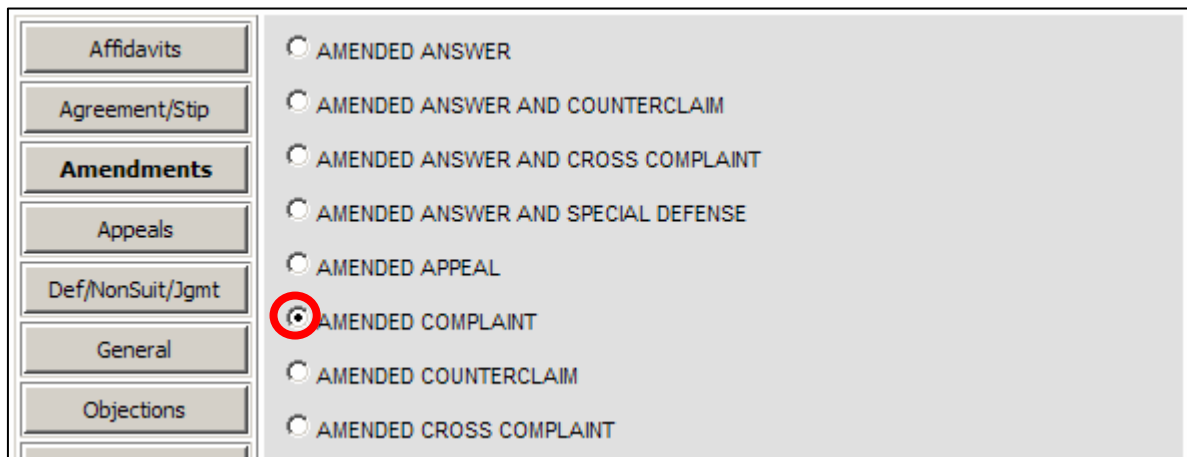
Agreement/Stip

Amendments

Appeals

Note: For a more detailed listing of the pleadings/motions contained in each category or an alternate method for locating a pleading/motion please see the **e-filing Tips** section at the back of this manual.

16. Click in the circle to the left of the appropriate pleading/motion from the list that is displayed



Affidavits

Agreement/Stip

Amendments

Appeals

Def/NonSuit/Jgmt

General

Objections

☐ AMENDED ANSWER

☐ AMENDED ANSWER AND COUNTERCLAIM

☐ AMENDED ANSWER AND CROSS COMPLAINT

☐ AMENDED ANSWER AND SPECIAL DEFENSE

☐ AMENDED APPEAL

☒ AMENDED COMPLAINT

☐ AMENDED COUNTERCLAIM

☐ AMENDED CROSS COMPLAINT

Note: You may also locate a pleading, motion, or document by entering a word or two in the search criteria field. For more information on the search mechanism, please see the **e-filing Tips** section at the back of this manual.

17. Click the **Continue** button at the bottom of the page

E-FILING A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (CONTINUED)

18. Confirm that you have selected the correct pleading/motion

Note: If necessary, you may enter additional descriptive information about this pleading/motion in the space provided. This information will appear on the document list on the

The Pleading/Motion/Order is being filed by: HOLLY T. SELLERS PC			Juris# 422729
You have selected this case:			
Docket Number:	Name of Case:	Return Date:	
FBT-CV-04-6000003-S	LOHAN,CHRISTINE v. SHAW'S SUPERMARKETS	Oct-12-2004	

Pleading/Motion/Other Being Filed
You have selected the following:
AMENDED COMPLAINT
You may add a further description of this filing in the space provided: <input type="text"/>

Party Information
<i>* Click next to each party name for which you are filing this document or Click 'All'. You must click next to at least one name.</i>
<input type="checkbox"/> Select All
Plaintiff Parties:
<input type="checkbox"/> 01 CHRISTINE LOHAN

19. Click in the box next to the party/parties for whom you are filing

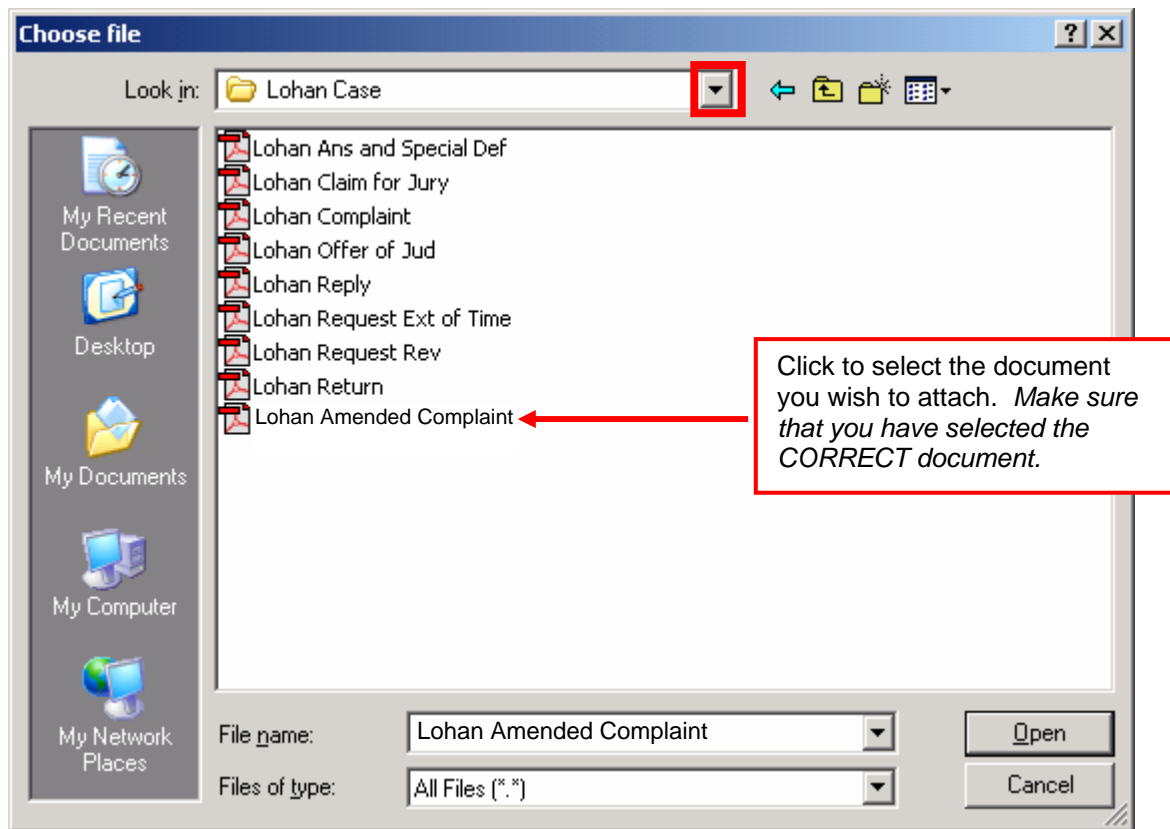
20. Click the **Browse** button to locate the PDF document that you wish to file

Note: Certain pleadings/motions are filed by providing information that then populates the fillable form (i.e., Reclaim, Jury Claim, Certificate of Closed Pleadings, Withdrawals). For these pleadings/motions you will need to fill in the required fields. For other pleadings/motions that you create (i.e., Request for Extension of Time, Amended Complaint, Motion to Dismiss), you will need to attach a PDF file.

21. In the Choose file box, click the down-arrow to choose the location in which the document is stored

E-FILE A PLEADING/MOTION WITH A PREPARED PDF DOCUMENT (CONTINUED)

22. Click once on the document you wish to attach



23. Click the **Open** button; the file will appear in the box under *Upload the Document you are filing*

24. Click the **Continue** button

Note: The next screen allows you to review the pleading/motion that you are filing. Be sure to scroll in the window that appears in order to be certain that the document you have attached is the correct one. To view the entire document, you must click on **View All Pages** at the top left of the window. You may also print a copy of this pleading/motion to send to opposing counsel. Be sure to use the **Print** button in the window to print the document, not the button on your browser.

25. Click in the box under **Certification**

26. Click in the box to indicate whether or not you have filed an order with your motion

Note: The “order” box only appears if you have filed a motion. An Amended Complaint does not have an order.

27. Fill in your **individual juris number** (not the firm juris number)

28. Click the **Continue** button

Note: You may click on **Cancel**, **Return to Previous Page**, or **Select a Different Case or Pleading** at this point instead of continuing. Do not use the **Back** button on your browser to navigate through the e-filing system. Use the navigation buttons within the e-filing system.

29. Print the **Confirmation of e-filing** screen that appears for your records at this point if you are filing a pleading that requires no payment

Note: This is the only opportunity you will have to print this page for your files. Once you click on any one of the other buttons, this screen will disappear.

30. If your pleading requires payment, you will see **My Shopping Cart**

31. Click in the box to the right of each pleading you wish to pay for under **Process Payment**

32. Click **Proceed to Payment**

33. Click in the circle to the left of Visa or MasterCard

34. Fill in your credit card number

35. Fill in the expiration date for your card

36. Fill in the address information under *Please enter Credit Card billing Address*

37. Click on **Continue**

38. Print your **Confirmation Page**

Note: This screen will contain the confirmation number for the payment that you made. You will only receive one confirmation number per transaction although each transaction will be listed separately on this screen. If you are paying for multiple filings, you may want to print additional copies of this page.

39. Click on **Return to e-filing Homepage**

40. Click on **My Shopping Cart**

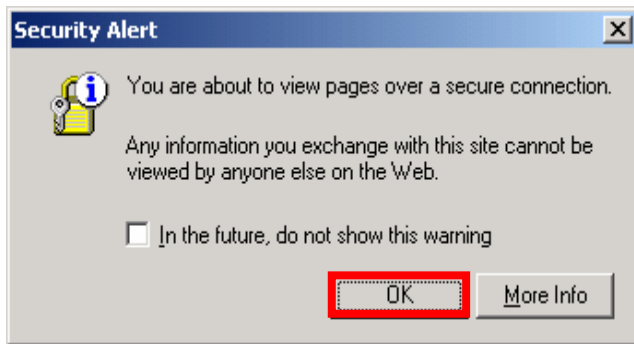
Note: If the last document that you file in your e-filing session does not require a payment, you will not be taken to the payment screen for any transactions. If you attempt to log out without paying for items in **My Shopping Cart**, a warning will appear. You may access **My Shopping Cart** from the link that appears on this warning page or by clicking on the **My Shopping Cart** link in the blue menu on the E-Filing home page.

41. Click on **Logout** if there are no unpaid items in your shopping cart

42. Click on **Clear your cache** and follow the prompts that appear to clear out your information from this e-filing session

E-FILE A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM

1. Go to **http://www.jud.state.ct.us/**
2. Click on **E-Services** in the menu on the left of the screen
3. Select **Log-in** in the blue menu that appears; a **Security Alert** will appear



4. Click the **OK** button
5. Enter the **juris number** and **password**

A screenshot of the E-Services login page. It is divided into two sections by a vertical line. The left section is titled 'New to E-Services?' and contains the text 'In order to log in, you'll need to be enrolled.' and 'Enrollment is free.' with an 'Enroll >' button. The right section is titled 'Already Enrolled? Log in:' and contains fields for 'Juris Number:' and 'Password:', a 'Login!' button, and a 'Problems?' link. On the far right, there is a VeriSign logo and the text 'SECURE SITE OF CONNECTICUT'.

Note: The system will bring up cases attached to the juris number that you enter here. If the case has been filed under the law firm's juris number, be sure you have logged in under that number.

6. Click the **Login!** button
7. Under E-File A Motion/Document, click on **List My Cases**

Note: You may also locate a case by choosing **Select Case** and filling in the requested fields with the location, category, year, and docket number or by means of a **Party Search** by filling in the name of either the plaintiff or defendant. The name of either the Plaintiff or the Defendant or the first three letters of either name will be enough to generate a list of cases.

8. The system will automatically populate the Juris Number field with the logged in juris number; you cannot change this number

Note: If you would like to narrow your search further, you may also fill in the **Category**, **Location**, and **Order By** fields.

9. Click the **Search** button

Note: If you would like to clear your search you may click on the **Clear** button.

10. Click on the **Docket Number** of the case that you wish to select

Case List for TEST HARRINGTON & MASTRONY PC as of 8/19/2004 .

<u>Category</u>	<u>Docket Number</u>	<u>Case Name</u>	<u>Location</u>
CV	CV-04-6000001-S	BROWN,JULIE V. GEORGE,JOHN	Middletown
CV	CV-04-6000003-S	LOHAN,CHRISTINE V. SHAW'S SUPERMARKETS	Bridgeport
CV	CV-04-6000002-S	LYONS,ANDREW V. DONNER,MATTHEW	Middletown
CV	CV-04-6000001-S	MASTERS,EDGAR V. MATLOCK,LUCINDA	Hartford
CV	CV-04-6000001-S	STEVENS,JOANNE V. SHAW'S SUPERMARKET	New Britain
CV	CV-04-6000001-S	WATERS,ERIN V. BRANFORD	New Haven

11. The **Case Detail** screen will appear, to view the document list or the complete appearances for your file, click on the gray **View the Document List** button or the **View the Appearances** button that appear on the left of your screen above each of the areas
12. Click the drop-down arrow to the right of the **Select Desired Case Activity** at the top of the screen

Case Detail

Select Desired Case Activity: E-File An Appearance GO

Logged In: Juris ID# 422728 E-File An Appearance
E-File A Pleading Or Motion
E-File A Reclaim d as of: 8/19/2004

Note: If you have not yet filed an appearance in a case, the system will only offer you the option of filing an appearance when you click the drop-down arrow, but once you have filed your appearance it will show several options.

13. Click on **E-File A Pleading Or Motion**
14. Click the **GO** button or press the **Enter** key on your keyboard to get to the Select Pleading/Motion/Other screen

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

15. Click on a **gray button** from the bar on the left to view a list of pleadings/motions in that category

Select Pleading/Motion/Other to E-File

Click on a category to list Pleading/Motion/Other available for E-Filing or enter criteria to search for a Pleading/Motion/Other to select.

Search Criteria

Note: For a detailed listing of the pleadings/motions contained in a category or for another method of locating a pleading/motion see the **e-filing Tips** section at the back of this manual.

16. Click in the circle to the left of the appropriate pleading/motion from the list that is displayed
17. Click the **Continue** button at the bottom of the page
18. Fill in the required information for the particular pleading/motion you are filing

This withdrawal is being filed because the dispute has been resolved by

Please check ONE Box in this section:

I. COURT-ANNEXED ADR

411088 ☐ Early Intervention

411089 ☐ Early Neutral Evaluation

411090 ☐ Attorney Trial Referee

411091 ☐ Fact-Finding

411093 ☐ Arbitration

411094 ☐ Mediation

411095 ☐ Special Masters

411096 ☐ Summary Jury Trial

II. COURT INTERVENTION

411098 ☐ Pretrial Conference

411099 ☐ Trial Management Conference

411100 ☐ Commencement of Trial
(Court Trial First witness sworn; Jury trial – trial jurors sworn)

III. PRIVATE ADR

411102 ☐ Provider name:

IV. OTHER

411103 ☐ Discussion of Parties on Their Own

415602 ☐ Unilateral Action of Party(ies)

Signature Required

Please provide your individual JURIS # or Pro Se ID # and your address here:

* JURIS # Pro Se ID #

Address

E-FILING A PLEADING/MOTION THAT IS A SYSTEM-POPULATED FORM (CONTINUED)

19. Click the **Continue** button to arrive at the *Certification of Service* screen
20. If necessary, add or change the Address of Service in the fields provided
21. Complete **Other Service Information** if needed

HOLLY T. SELLERS PC JURIS # 422729
225 SPRING STREET
FOURTH FLOOR
WETHERSFIELD CT 06109

Address of Service (if different from attorney address above):

Party # 01 CHRISTINE LOHAN

Other Service Information
In the box below, please provide the name(s) and Address(es) of Service for any other individuals served (400 Char Max):

22. Complete Certification of Service by filling in your individual juris number, telephone number, and the date

I hereby Certify that a copy was mailed/delivered to all counsel and pro se parties of record.

* Electronic Signature - Your individual JURIS # here:

* Telephone: (XXX-XXX-XXXX)

* Enter Date Mailed/Delivered here: (MM/DD/YYYY)

23. Click the **Continue** button at the bottom of the page
24. Review the pleading/motion that you are filing to be sure the information is correct

Note: You may also want to print a copy of this pleading/motion to send to opposing counsel because this is a system-populated form and not one that you have created. Be sure to use the **Print** button in the window to print the document, not the button on your browser.

26. Click the **E-File this Pleading** button; a confirmation screen will appear
27. Print the **Confirmation of e-filing** screen that appears for your records

Note: This is the only opportunity you will have to print this page for your files. Once you click on any one of the other buttons, this screen will disappear.

E-FILING TIPS

Locate a Case

There are three ways to locate a case in the e-file system:

1. Click on **List My Cases** to show all of the cases in which you have an appearance
2. Click on **Party Inquiry** to show cases involving a particular party, either a plaintiff or a defendant
 - Type only the first letter or the first few letters of the last name to see a list of cases beginning with the letter(s) you have entered.
 - Do not type the entire name if you are uncertain about the spelling of the name, though, because the system will return no options on a misspelled name.
3. Click on **Select Case** only if you know the docket number of the particular case you wish to locate

View an e-filed document, a list of all e-filed documents, or judicial notices that have been filed in a case

1. Click on the gray **View Document List** button on the **Case Detail** page

Case Detail








Select Desired Case Activity:

Logged In: Juris ID# 422728 Data Updated as of: 8/19/2004

Plaintiff Name	v.	Defendant Name
MILLER,JONATHAN	v.	DONNELLY,MATTHEW

Docket Number: FBT-CV-04-6000001-S	Court Location: Bridgeport
File Date: Aug 16 2004	Return Date: Oct 19 2004
* Last Action Date: Aug 18 2004	ADR Status: Not Applicable
Case Type: TORT,OTHER - DEFECTIVE PREMISES -PRIVATE-SNOW-ICE	
List Type: JURY	
Disposition Date:	
Judge/Magistrate:	Trial List Claim: Aug 18 2004
Disposition:	

2. The screen will show all complete information on all documents that have been filed in the case
3. Click on the page icon to the left of any e-filed document to view the actual document itself

View	Entry No.	Filed Date	Document Name	Document Description	Initiated By	Category
		8/16/2004	SUMMONS		P	General
		8/16/2004	COMPLAINT		P	General
		8/16/2004	RETURN OF SERVICE		P	General
		8/17/2004	APPEARANCE	Appearance	D	Appearances
	101.00	8/17/2004	MOTION FOR DEFAULT-FAILURE TO PLEAD		P	General
	102.00	8/17/2004	REPLY		P	General
	103.00	8/17/2004	CLAIM FOR JURY OF 6		P	General

E-FILING TIPS (CONTINUED)

Correct an incorrectly filed motion, pleading, or document

1. Choose **Withdrawal** from the search menu
2. Click **Continue**
3. Fill in the name of the document you wish to withdraw in the space provided along with the remainder of the requested information

Pleading/Motion/Other Being Filed

You have selected the following:
WITHDRAWAL

You may add a further description of this filing in the space provided:

Party Information

* Click next to each party name for which you are filing this document or Click 'All'. You must click next to at least one name.

☐ Select All

Defendant Parties:

☐ 50 TRUMBULL TOWN OF

4. Click **Continue**
5. DO NOT fill in the top part of the form regarding a withdrawal of **action**
6. Fill in the requested information at the bottom of the form
7. Click **Continue**
8. Check that the document you wish to withdraw is correctly listed in the form
9. Click **E-file this pleading**

Note: The document that was incorrectly filed will remain viewable in the document list even after it has been withdrawn. Be aware of this fact when you are reviewing your document before filing.

Find a motion, pleading, or document to file

By means of the search mechanism

- Use as few words as possible to describe whatever pleading you are trying to find. For example, if you need to file a Motion to Set Aside a Verdict, simply type “set” or “aside.”
- You may also type only the first letters of the word and hit **Search** to find a motion, pleading, or document
- If you type key words in one order and get no hits, reverse the order and try again. For example, “jury claim” yields no results, but “claim jury” gives you the form.

Select Pleading/Motion/Other to E-File

Click on a category to list Pleading/Motion/Other available for E-Filing or enter criteria to search for a Pleading/Motion/Other to select.

Search Criteria:

☐ MOTION FOR APPOINTMENT OF PERMANENT RECEIVER

☐ MOTION FOR DIRECTED VERDICT

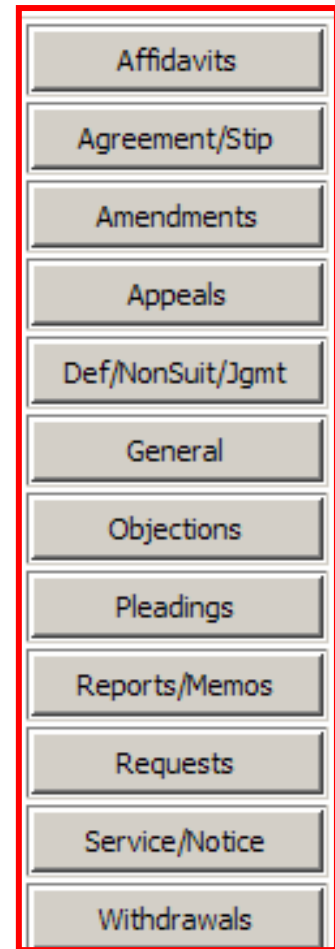
☐ MOTION FOR DISCHARGE OF RECEIVER

☐ MOTION FOR JUDGMENT NOTWITHSTANDING THE VERDICT

E-FILING TIPS (CONTINUED)

By means of the categories

- Click on the category of the pleading that you wish to file
- Most categories are self-explanatory and contain documents that contain the main word listed. For example, an Objection to a Request to Revise is found in the **Objections** category, but the Request to Revise is found in the **Requests** category.
- Each category lists the documents in alphabetical order
- The **General** category includes all motions, demand for disclosure of defense, compliance, brief, acceptance of offer of judgment, application for capias, discovery responses, satisfaction of judgment, offer of proof, and return of record.
- The **Pleadings** category contains answers of all kinds, counterclaims, cross complaints, special defenses, Certificate of closed pleadings, claim for jury, disclosure of defense, disclosure of expert witness, reply, setoff, and response to request for admissions.
- The **Service/notice** category contains certification of service, notice of bankruptcy, notice of filing of request for admission, return, return of notice, return of service, and supplemental return.
- The **Withdrawals** category contains all types of withdrawals, including withdrawal of action, of action as to particular defendants, of apportionment complaint, of certain counts of a complaint, of intervening complaint, and of third party complaint.



Print a system-populated form after you have e-filed it

1. Return to the case detail screen
2. Click on **View Document List**
3. Click on the page icon to the left of the document you wish to print
4. Click on the print button that appears at the top of the document window

CONTACTS AND SUPPORT

For further information or support on e-Filing, please contact:

For questions pertaining to E-Filing please email:

efile@jud.state.ct.us

For technical issues, please email:

eservices@jud.state.ct.us